



Town of Fountain Hills
16705 East Avenue of the Fountains
Fountain Hills, Arizona 85268
Phone: 480-816-5100
Fax: 480-837-3145
www.fh.az.gov

**REQUEST FOR QUOTATION
For
DRAINAGE PIPE REPAIRS**

2016-146

All quotes due by August 6, 2015 3:00 P.M., Local Time, Phoenix, Arizona.

The Town of Fountain Hills (the "Town") is seeking a licensed and qualified vendor to provide all material and labor required as described below on an as-needed basis for a period of one year, with four renewable one-year options.

Section I – Project Information

Drainage pipe repairs on Town properties.

The Contract created by this request and the resulting quotation will automatically renew for up to four successive one-year terms, unless the Vendor notifies the Town in writing of its desire to terminate the Contract. If extended, the then-current prices shall be applicable during the subsequent renewal year unless the Vendor notifies the Town in writing of any rate increase and the Town approves the increase with an authorized signature, prior to the end of the then-current term.

Section II Instructions and Conditions

1. This is an indefinite quantity and indefinite delivery Agreement for Services, which shall only be provided when the Town chooses to move forward with a pending project and proper authorization and documentation have been approved. The Town does not guarantee any minimum or maximum amount of Services will be requested under this Agreement.
2. All quotations must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
3. Award will be made to the Vendor whose quotation is the most advantageous to the Town.
4. Please attach your Quotation behind the Exhibit A cover sheet and submit this document to the address above.

If you need additional information or have questions please contact Justin Weldy by email at jweldy@fh.az.gov.

FPAM-6225

Section III – Pricing

The Quotation shall be attached hereto as Exhibit A and shall contain pricing.

Note: Prices offered shall include applicable state and local taxes.

Section IV – Execution and Submission

By executing this document and submitting a quotation to the Town of Fountain Hills, the authorized agent agrees (i) he/she has read the Town's Standard Terms and Conditions, dated December 3, 2014, as set forth on the Town of Fountain Hills website (www.fh.az.gov/po-terms), which are incorporated into and become a part of the company's quotation offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated December 3, 2014. By signing below the company is offering to provide the services set forth in Exhibit A and upon written acceptance of the company's offer by the Town, it will have entered into a binding agreement. The offer shall be considered held open for 60 days from the quotes due date set forth above.

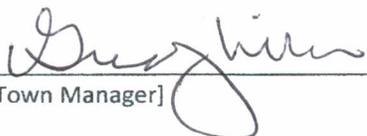
Signature:  Date: 8/4/15
Printed Name: Charles R. Mobley Title: President
Company Name: Sunbelt Builders & Structures, Inc.
Address: 10823 S. 163RD AVE
City: Laveen State: AZ Zip: 85339
Email Address: sunbeltbuilders@earthlink.net Telephone No. 602237-2599

Quotations for \$30,000 or greater will not be authorized and will require a formal procurement process.

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For Town of Fountain Hills Use Only)

The Contractor Offer is hereby accepted. The Contractor shall not commence any billable work or provide any materials or service under this Contract prior to the date this Contract is executed.

Town of Fountain Hills, an Arizona municipal corporation

 Date: 8/5/2015
[Town Manager]

Town Attorney Approval: 6416080

Sunbelt Builders & Structures, Inc.

6823 S 63rd Ave
Laveen, AZ 85339

Invoice

Date	Invoice #
7/30/2015	05-717

Bill To
Town of Fountain Hills 16705 E. Avenue of the Fountains Fountain Hills, AZ

Ship To
Drainage Pipe Repair Saguaro & Palisades Fountain Hills, AZ

P.O. No.	Terms

Description	Amount
Drainage pipe repair	500.00
Total	\$500.00
Balance Due	\$500.00

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR
DRAINAGE PIPE REPAIRS

[Vendor's Quotation]

Competition Impractical Determination Form

Sections 1 through 3 Must be completed. (Use attachments as necessary.)

1. Action Requested: Amend Existing Contract no. _____ New Contract Month-to-Month Contract

Requesting department: Community Services Department

Employee name: Nancy Walter

Title: Executive Assistant

Phone: 480.816.5148

Email: nwalter@fh.az.gov

Subject materials or services: repair drainage pipes at the Amphitheater in Fountain Park

Estimated annual cost: \$ 550

2. Provide full description of existing materials or services:

Sunbelt Builders (Charlie) said he will make correction to the pipes for \$500.00 plus tax

3. Provide justification: (email from Justin Weldy)

Carume is too busy to make changes to the drainage pipes at Fountain Park. Justin Weldy is unable to find a contractor willing to install the foundation for a reasonable amount (\$700.00 + -)
Sunbelt Builders (Charlie) said he will make correction to the pipes for \$500.00 and place and finish the foundation for Dachshund for \$300.00, if he can do both next week. (plus tax)

Note: In accordance with Procurement Rules, the Arizona and the Town Uniform Terms and Conditions must be made a part of all contracts. In addition, contracts shall be assigned a Town of Fountain Hills contract number and recorded by Town Clerk's Office. If the existing contract does not contain the required Terms and Conditions, they will be made a part of the final contract. Approval of this form does not authorize Town employees to sign any agreement provided by contractor nor does it authorize individuals to exceed dollar thresholds or delegated authority.

Requesting Department

Employee Signature: *Nancy Walter*

Date: *July 20, 2015*

Department Head Review and Approval Signature (Required)

Mark C. Mayer

Date: *7/20/15*

Procurement Authority (\$5,000--\$29,999.)

Request Authorized Pursuant to Policy 11.2

Request Denied

Request Returned for Add'tl Info. Date: _____

See Comments (Attached)

Procurement Agent Review and Approval Signature (Required)

Craig Rudolph

Date: *7/20/15*

Town Manager Review and Approval Signature (Required)

Doug Hime

Date: *7/20/2015*

Town Manager (> \$30,000)

Date: _____

Department Notice: This is your official written determination in response to your procurement authorization request. The original request will be maintained at the Town Clerk Office. For expenditures requiring Council approval, this form must be attached to the Council Agenda.

